



## Special Event & Street Use Permit

Issued by the City of Springfield, MO

### Cupid Shuffle 5k 10k

#### For approved event scheduled for:

Event Date: February 27, 2021

Event Time: 10:00 – 11:30 a.m.

Event Location: Springfield Catholic Schools, 2340 S Eastgate

Estimated Attendance: 50

Approved by: Sharon Spain

Special Event Permit Coordinator

Date Approved: 2/25/21

#### CONDITIONS:

- \*Approved risk mitigation plan.
- \*Runners must use sidewalks along Blackman Road.
- \*Participants must obey all traffic safety laws.
- \*Two staff members must be stationed at the Fire Station #12 driveway area to stop runners in both directions in the event a fire truck must leave on an emergency call.
- \*Any type and all barricades used in the event must be readily movable in the event of an emergency in order for emergency vehicles to enter the area.
- \*Fire Lanes must be maintained in the event area.
- \*An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Battalion Chief W. Spence, Bureau of Fire Prevention, at 417-864-2348 or by email at [bspence@springfieldmo.gov](mailto:bspence@springfieldmo.gov))

**This is a permit only and is not an endorsement of the scheduled event.**

## Online Form Submittal: Special Event Permit Application

noreply@civicplus.com <noreply@civicplus.com>

Fri 2/19/2021 9:58 AM

To: Spain, Sharon <:sspain@springfieldmo.gov>

**\*\*CAUTION\*\*** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

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### Special Event Permit Application

#### City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.	This event is out side starting in a large parking lot. There is plenty of room to social distance more than the required 6ft. Runners will be asked to have mask on before the event and to remain at least 6ft from each other.
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Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.	Trash cans will be provided by Springfield Catholic High School all volunteers will have mask on and gloves.
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Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?	Yes
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Organization Name	Ozark Racing Systems LLC
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Address	3000 Green Mnt Dr 434
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Contact Name	Chris Essick
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E-mail Address	runbranson@gmail.com
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Home or Desk Phone	14175935257
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Cell Phone	Field not completed.
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Fax	Field not completed.
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Second Contact Person	Field not completed.
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E-mail Address	Field not completed.
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Home or Desk Phone	Field not completed.
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Cell Phone	Field not completed.
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Fax	Field not completed.
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Promoter, if different from Organization, & Address	Field not completed.
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E-mail Address	Field not completed.
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Home or Desk Phone	Field not completed.
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Cell Phone	Field not completed.
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Fax	Field not completed.
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### Event Information

Event Name	Cupid Shuffle 5k 10k
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Event Description	Run/Walk/Bicycle
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Please upload 501(c)(3) documentation if required.	Field not completed.
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If you checked Other above, please describe.	Field not completed.
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Event Date(s)	2/27/21
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Alternate Event Date(s)	Field not completed.
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Event Location	Private Property (Please indicate address below)
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Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)  
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street	Springfield Catholic High School
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Event Address & Zip	2340 S Eastgate
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Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting from proceeds *Field not completed.*

% of proceeds being donated 40

Is this a first-time event? No

If no, what was the last year the event was held? 2020

Please list any variations from the last year the event was held. none

### **Event Operations**

Event Set Up Starts: 2/27/2021 9:00 AM

Event Set Up Complete By: 2/27/2021 9:30 AM

Event Start: 2/27/2021 10:00 AM

Event Close: 2/27/2021 11:30 AM

Event Teardown Starts: 2/27/2021 11:30 AM

Event Teardown Complete By: 2/27/2021 12:00 PM

Estimated Attendance Per Day 50

Will this event be open to the public? Yes

Will you be charging admission? No

Will you be accepting donations? Yes

Are you wanting to close a City street for your event? No

Please indicate the street(s)/cross streets(s) you propose to close and what dates and times. ~~3000 Green Mnt Dr 434~~

From: *Field not completed.*

To: *Field not completed.*

Upload Event Route	<u>image1(31).jpeg</u>
Food will be	Neither
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<del>44175935257</del>
E-mail address	<del>runbranson@gmail.com</del>
Will more than one food vendor be serving food at the event?	No
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	<i>Field not completed.</i>
What type of alcoholic beverages?	<i>Field not completed.</i>
Please provide the address at which alcohol will be sold, given away and/or consumed.	<i>Field not completed.</i>
Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	<del>0e79a7d7-8d84-e411-95ea-d4ae52b58f15</del>
Alcohol Will Be Served From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>

#### City of Springfield Noise Standards

(a) *Maximum noise level.* No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) *Sound level standards.* The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) *Variations and exemptions.* 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency

*pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.*

Will there be live entertainment, music or amplified sound at your event?	Yes
If so, will stages be built?	No
How many?	<i>Field not completed.</i>
Performances will start	2/27/2021 10:00 AM
and conclude	2/27/2021 11:30 AM
Will tents be erected for your event?	No
If you checked Yes,	<a href="#"><u>click here to view tent permits and guidelines and to fill out an application for a tent permit.</u></a>
Will additional electrical wiring be installed for the event?	No
How will you get electricity to your event?	Generators
Will access to water be required for the event?	No
Will restroom facilities be required for the event?	Yes
Have you arranged for security at your event?	No
If so, who will be providing security? Please provide Organization, Address and Phone.	No security has been needed in past ... admin from Springfield Catholic will be on site
<p>Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.</p>	
Describe your plans for Emergency Medical Services.	We will have volunteers on the course and at the water stations with cell phones to call for emergency services if needed. Ambulance service will be on standby as well. We will also have supervision at the entrance of the fire station in case there is a fire call to stop runners so the fire truck can exit.
Describe your plans for event trash removal, as well	Trash can will be on campus and put in dumpster at Springfield Catholic

as any organizations or persons directly involved with this aspect of the event.

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event.

no food vendors

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy.](#)

UPLOAD Certificate of Insurance [Certificate\\_20210126818945 \(1\).pdf](#)

INDEMNITY I agree

CITY CODES/PERMITS I agree

CONDUCT/NUISANCES I agree

UPLOAD Event Site Map or Sketch here. [image1 \(31\)\\_1.jpeg](#)

Signature By checking this box and typing my name below, I am electronically submitting my signature.

First Name Chris

Middle Initial L

Last Name Essick

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or [sspain@springfieldmo.gov](mailto:sspain@springfieldmo.gov).



## Cupid Shuffle

